

## CISKEI DELEGATION

### STANDING RULES

CODESA, its committees and groups should each decide on their own Standing Rules in order to facilitate an efficient working order without unnecessary delays or restrictions.

The rules should, at all times, provide ample opportunity for a free debate of all issues by all delegations.

The Standing Rules for the plenary sessions of CODESA should of necessity be more formal than those of the committees or groups.

#### Standing Rules for Plenary Meetings of CODESA

##### Agenda:

The agenda shall be prepared by the Steering Committee and submissions of delegations have to be addressed to this committee.

The chairman will decide if he will accept any submission by a delegation during a meeting which are not on the agenda.

Agendas will have to be made available to all delegates well in advance of the meetings.

##### Chairman:

The chairmen shall be independent, impartial and have a facilitating function only.

They shall apply the decision making process of consensus or sufficient consensus (Annexure A) with discretion and shall have the right to delay coming to conclusions about the consensus issue and should attempt at all times to achieve consensus or sufficient consensus.

##### Minutes:

Proper recordings of all meetings must be kept and should be approved by the meeting and signed by the chairman.

##### Rules for debate on the floor:

The chairman of CODESA should be assisted by the commitment of all delegations to debate within the confines of the kind of Standing Rules which govern proceedings in South African local authority debate.



These rules should, however, be as flexible as possible to allow free expression of opinion of all delegations but should be restricted to three speakers per delegation for each item under discussion.

Any delegation can table a proposal which does not have to be seconded.

**Voting Procedure:**

Voting shall take place by show of hands.

**Delegates:**

Substitution of delegates to plenary meetings of CODESA should be avoided, if at all possible, for the sake of continuity but should be allowed in case of ill health, death or withdrawal of delegates from the constitutional process by its delegation.

There shall be no proxies.

**Leader's Speeches:**

A specific period of time for leader speeches should be set aside at plenary meetings of CODESA.

Application by leaders of delegations should be submitted to the secretariat which shall allocate time on a "first come first served" basis to those leaders wishing to speak provided that such speeches shall not exceed the time allocated for this purpose.

**Media:**

Plenary meeting of CODESA shall be open to accredited members of the media.



## CISKEI DELEGATION

DECISION MAKING PROCESS

All delegations represented at CODESA commit themselves to the concept of consensus as the decision making process.

Agreement should be reached by a commitment of all delegations to move forward and by exercising goodwill and "give and take" while optimal communication, given enough time, should maximise opportunities for reaching consensus or sufficient consensus.

1. Total Consensus:

This is the ideal situation which should be strived for.

2. Sufficient Consensus:

This will operate where the majority of delegations agree and no dissenting party specifically objects against the majority decisions and asks for the matter to stand over.

3. Insufficient Consensus:

A standover procedure can take place during a natural break in the proceedings (tea or lunchtime, overnight or till the next meeting) or the meeting can be specifically adjourned for an agreed upon time to enable the dissenting parties to have a dialogue or to consult or caucus with their constituencies.

The number of standovers and or maximum time limit can be agreed upon considering the issue at hand on each occasion. The object of the standover shall be to return again to consensus or sufficient consensus.

4. Dispute Resolution:

If no sufficient consensus can be reached after a standover procedure dispute resolution by an independent, impartial mediator/negotiator acceptable to the delegations shall take place to try to obtain consensus or sufficient consensus.

5. Lack of Consensus:

If the previous processes fail to reach consensus and a deadlock appears to exist a final vote amongst delegations shall take place whereby a majority of 75% of the votes (one vote per delegation) shall settle the issue.

The decision making process shall apply to CODESA and all



committees or groups.

CONSENSUS OR SUFFICIENT CONSENSUS IN DECISION MAKING ON ALL  
ISSUES WILL DETERMINE THE SUCCESS OR FAILURE OF CODESA.

IRiphabliki YeCiskei  
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DATE: 13 DECEMBER 1991  
PAGES: 4 (including this one)

SUBJECT: \_\_\_\_\_  
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SIGNED BY: [Signature]  
DATE: 13/12/91



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The following stages of decision making process are proposed:

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